

## CHARTER CENTER FOR SUBSTANCE ABUSE TREATMENT NATIONAL ADVISORY COUNCIL

### **Authority**

This charter renews the Center for Substance Abuse Treatment National Advisory Council (NAC) in accordance with the provisions of 42 U.S.C. 290aa-1, section 502 of the Public Health Service (PHS) Act, as amended. The Council is governed by the provisions of the Federal Advisory Committee Act (as amended, 5 U.S.C. App.), which sets forth standards for the formation and use of advisory committees.

### **Objectives and Scope of Activities**

The Secretary, Department of Health and Human Services (HHS), and by delegation, the Administrator, Substance Abuse and Mental Health Services Administration (SAMHSA), and the Director, Center for Substance Abuse Treatment (CSAT), are authorized by sections 507-514 of the Public Health Service (PHS) Act, as amended, 42 U.S.C. 290bb-1,2,3,4,5,6, respectively, to provide a focal point within SAMHSA and the Department for federal efforts to develop, promote and enhance programs and new approaches in the treatment of alcohol and other drug abuse. CSAT's mission is to improve the health of the nation by bringing effective alcohol and drug treatment to every community.

### **Description of Duties**

The CSAT NAC shall, on the basis of material provided, make recommendations to the Director of the center with respect to activities conducted at the center, shall review summary statements for applications submitted for grants and cooperative agreements for activities for which Advisory Council approval is required under section 504(c)(2) of the PHS Act and recommend for approval applications for projects that show promise of making valuable contributions to the center's mission; and may review any grant or cooperative agreement proposed to be made or entered into by the organization. The CSAT NAC may collect, by correspondence or by personal investigation, information as to studies and services that are being carried on in the United States or any other country as to diseases, disorders or other aspects of human health with respect to the mission of CSAT, and, with the approval of the Administrator, SAMHSA, or the Director, CSAT, make such information available through appropriate publications for the benefit of public and private health entities and health professions personnel and for the information of the general public. The CSAT NAC may appoint subcommittees and convene workshops and conferences with the approval of the Administrator, SAMHSA or the Director, CSAT.

### **Agency or Official to Whom the Committee Reports**

The CSAT NAC shall advise, consult with, and make recommendations to the Secretary, HHS; the Administrator, SAMHSA; and the Director, CSAT, concerning matters relating to the activities carried out by and through the center and the policies respecting such activities.

### **Support**

Management and support services shall be provided by the Office of Program Analysis and Coordination, CSAT, SAMHSA.

### **Estimated Annual Operating Costs and Staff Years**

The estimated annual cost for operating the CSAT NAC, including compensation and travel expenses for members, excluding staff support is \$71,456. The estimate of annual person-years of staff support required is .75 at an estimated annual cost of \$115,714.

### **Designated Federal Officer**

The Director, CSAT, shall designate a center staff member to serve as the Designated Federal Officer (DFO) of the Advisory Council. The DFO will approve or call all of the advisory council's meetings and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

### **Estimated Number and Frequency of Meetings**

The CSAT NAC shall meet no less than two times during each fiscal year. The location of the meetings of the Council shall be subject to the approval of the Administrator, SAMHSA, or Director, CSAT.

CSAT NAC meetings shall be open to the public except as determined otherwise by the Secretary of HHS (or the designee), in accordance with the Government in Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act. Notice of all meetings shall be given to the public. In the event a portion of a meeting is closed to the public, a report will be prepared which shall contain, at a minimum, a list of members and their business addresses, the CSAT NAC's functions, dates and places of meetings, and a summary of Council activities and recommendations made during the fiscal year.

### **Duration**

Continuing.

### **Termination**

Unless renewed by appropriate action prior to its expiration, the charter for CSAT NAC will terminate two years from the date the charter is filed.

### **Membership and Designation**

The CSAT NAC shall consist of the following nonvoting ex officio members: the Secretary of HHS; the Administrator, SAMHSA; the Chief Medical Director of the Department of Veterans Affairs; and the Assistant Secretary of Defense for Health Affairs (or the designees of such officers); and such additional officers or employees of the United States as the Secretary determines necessary for the CSAT Council to effectively carry out its functions; and not more than 12 members to be appointed by the Secretary. Of the 12 appointed members, 9 members shall be from among the leading representatives of the health disciplines (including public health and behavioral and social sciences) relevant to the activities of CSAT; and 3 members shall be from the general public and shall include leaders in the fields of public policy, public relations, law, health policy, economics, or management. All members shall serve as Special Government Employees.

A quorum for the conduct of business by the full Committee will consist of a majority (one more than one half) of currently appointed voting members.

The Secretary, HHS, may select an individual from among the appointed members, or may select the Director, CSAT, to serve as chair of the Council. The term of office of the chair shall be two years.

The term of office of a member of the CSAT NAC shall be four years, except a member may serve after the expiration of the member's term until a successor has been appointed and taken office. Initial appointments shall be made in such a manner as to ensure that the terms of the members do not all expire in the same year. Terms of more than two years are contingent upon renewal of the CSAT NAC's charter by appropriate action prior to its expiration. A member who has been appointed for a term of four years may not be reappointed to an advisory council before two years from the date of expiration of such term of office.

The CSAT Director shall provide orientation and training for new members of the CSAT NAC and such information and training as may be appropriate for their effective participation in the functions of the Council.

### **Subcommittee**

Subcommittees composed of members and nonmembers of the parent committee may be established by the parent committee with the approval of the Administrator, SAMHSA, or the Director, CSAT. The advice/recommendations of a subcommittee must be deliberated by the parent committee. A subcommittee may not provide advice or work products directly to the agency. The Department Committee Management Officer will be notified upon establishment of

each subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

**Recordkeeping**

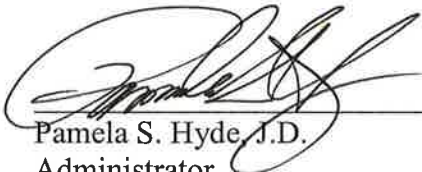
The records of the council shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**Filing Date**

June 15, 2012.

**APPROVED**

6/1/12  
Date

  
Pamela S. Hyde, J.D.  
Administrator